

Workplace Alaska

Class Specification Health and Social Services Planner III

Created:
12/31/1997 by Rachel Wilson
Finalized on:

AKPAY Code: P5982
Class Outline Cat: B
Approved by:

Class Code: PG0113
Class Range: 21
Class Status: Active

Category: Professional
Original Date: 03/05/1976

Class Title: Health and Social Services Planner III
Use MJR Form: Standard

Original Comments:
ORIGINAL

Subsequent Revision Dates/Comments:
5/12/77
05/01/1978 - MQs.
07/07/2003 - Audited (KMurry)
06/12/2007 - MQ revisions (SBrinkley)
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Last Update: **EEO4:** B **SOC:** 11-9111 **Census:** 02

Last Update Comments:

Definition:

Under direction of the Coordinator, Planning and Research, Health and Social Services Planners III supervise professional planning and coordinating functions in support of efforts to provide effective health and social services.

Distinguishing Characteristics:

This is the full supervisory level in the professional health and social service planner series. Positions in this class work with considerable independence in supervising major planning functions and are responsible for coordinating, supervising, and participating in state, regional, and community/local service planning, and the development of comprehensive state service plans and annual implementation plans. Positions exercise full supervisory responsibility over two or more lower level professional planners and other professional and nonprofessional employees and are held accountable for all work performed by either the health planning team of the social services planning team.

This is a supervisory class with substantial responsibility for the exercise of independent judgement in employing, disciplining, or adjudicating grievances of subordinates.

Examples of Duties:

As team leader, assume day-to-day management of all project activities including research design, data collection and analysis, preparation and presentation of research results, and supervision of other members of the team.

Coordinate special projects relating to health or social service planning policy analysis and program development.

Independently assign primary and secondary research in often controversial and specialized areas; assess alternative approaches; determine research design; evaluate findings; recommend policy and or a plan of action based on findings; present findings in a published form; and assist in implementation of recommendations.

Act as an advisor to the Coordinator of the Office of Planning and Research on social service or health service issues.

Represent the Department of Health and Social Services on health or social service issues at statewide meetings and on inter- and intra-agency task forces, as well as serving on work groups which advise the Governor on state policy development.

Develop legislative briefings for the department on state and federal legislation affecting health or social services; upon request testify on behalf of the department on health and social services legislation.

Analyze and evaluate state and federal legislation and propose statute amendments to bring state legislation into compliance with federal laws.

Perform other duties as required.

Knowledge, Skills and Abilities:

Knowledge of planning principles and techniques; national health and social service programs, current trends, laws, and policies and

programs concerning state development, local government and community development; governmental administrative and coordination procedures; environmental, social, and other problems which affect best utilization of local and state resources; principles and techniques of public administration.

Skill in conducting of scientific inquiry, to include planning, data gathering, evaluation and consolidation of technical information; identification of variables pertinent to agency, inter-agency, and government-private programs; preparation of comprehensive policy recommendations based on sound professional standards.

Ability to assume responsibility for major program activities, interpret and apply agency policy; develop long range work plans; observe and interpret trends, analyze data, identify key relationships, draw logical conclusions, and make sound decisions; establish and maintain effective working relationships with those contacted in the work; speak and write effectively; coordinate staff activities.

Minimum Qualifications:

A Bachelor's degree from an accredited college in health planning, health sciences, social sciences, behavioral sciences, public health administration, public or business administration, or a closely related field;

AND EITHER

Three years of professional planning experience in health or social services;

OR

Three years of professional experience in the administration, management, or development of a public health, health, or social services program.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Do you have a Bachelor's degree from an accredited college in health planning, health sciences, social sciences, behavioral sciences, public health administration, public or business administration, or a closely related field?

AND

Do you have three years of professional planning experience in health or social services?

Or Substitution:

Do you have a Bachelor's degree from an accredited college in health planning, health sciences, social sciences, behavioral sciences, public health administration, public or business administration, or a closely related field?

AND

Do you have three years of professional experience in the administration, management, or development of a public health, health, or social services program?